



- 1. Policy & Program Analysis:** Describe your experience conducting policy and program analysis. Include the following details: experience analyzing new laws, rules, or regulations, their effect on your organization, and recommendations, revisions, or procedural changes that came about as a result of your analysis.

- 2. Requests for Proposal/Contracts:** Describe your experience managing Requests for Proposals (RFP) and/or contracts. Include experience researching and preparing specifications, preparing requests for proposals (or bids); developing, negotiating, and interpreting contract terms and agreements; and monitoring compliance and/or performance. Specify any experience you have with data analysis as it pertains to measuring performance and monitoring compliance.

- 3. Personnel/Organizational Issues:** Describe your experience handling personnel/organizational issues. Include experience conducting organizational analysis, handling personnel matters, and coordinating employee trainings, presentations, orientations, briefings or related presentations.

4. Grants: Describe your experience securing and maintaining grants. Include experience researching funding sources, preparing grant applications, obtaining grants, monitoring grant compliance, planning and implementing projects, developing contacts with funding sources, and meeting reporting requirements (internal and external).

Print Name: _____ *Date:* ____/____/____

Signature: _____